

Grundy SWCD SWAT Deliverables

Deliverable	Description
MRBI conservation planning	Utilize the 3 phase, 9 step process to conservation planning to develop alternative plans as well as selected plan with input from landowner and natural resources inventory.
Take MRBI applications during sign up	Requires knowledge of program policies, practices offered in the program and applicability to applicants land.
Complete environmental ranking tools for MRBI EQIP applications	Requires knowledge of ranking tool, practices offered in the program and applicability of practices to applicants land.
As applied and/or planning maps developed using PRO XYZ or Garmin	In field measure, layout and plug points for practices or utilize points already taken and transfer to proper location. Download points and prepare plan map. Requires ability to orient in the field, read maps, use traditional measuring equipment, use PRO XYZ, and transfer data into Tool Kit
Plans in Took Kit	Enter new plans into tool kit. Includes link to Arc map and development of conservation plan map.
Case File Management	In office, create new files and/or update existing case files. Is familiar with con 6 notes, plan maps, soils maps, conservation plans and contract support documents and related program applications and evaluations (i.e. EBI score sheets) and their importance to the case file.
Took Kit Reconstitution total job	Update producer information in tool kit for all producers involved in the reconstitution. Updates, transfers, and/or re0-enters conservation plans in tool kit for the all producers involved in the reconstitution. Includes update of all effected paper case file records. Requires knowledge of tool kit and case files and Arc map through tool kit.
Tool Kit Reconstitution - admin. Support	Updates/creates paper case file for all producers involved in the reconstitution. Works as support to another NRCS or SWCD employee who completes in the reconstitution in tool kit. Updates, transfers, and/or files new plans, plan maps, HEL and Wetland determination and contract support documents as needed, enters conservation plans in tool kit for the all producers involved in the reconstitution. Includes update of all effected paper case file records. Requires knowledge of case files and support documents.
Tool Kit Reconstitution - computer support	Update producer information in tool kit for all producers involved in the reconstitution. Updates, transfers, and/or re-enters conservation plans in tool kit for the all producers involved in the reconstitution. DOES NOT include update of all effected paper case file records. Required knowledge of tool kit and case files and Arc View through tool kit.
Contract support documents in tool kit	Convert plan in tool kit into contract support documents in pro tracts. Requires knowledge of cost list, knowledge of tool kit contract support document functions and pro tracts and knowledge of practices required for program contract support document.
Upload contract support documents onto share point	Requires knowledge of documents required to be uploaded, use of scanner and share point and encryption and pass word protecting of documents before sending to share point.
Survey/design with Assistance	In field assistance with layout and survey of conservation practices. Employee is accompanied by NRCS technician. Requires general knowledge of how to assist with design survey including how to run survey rod and collect data.
Survey/Design	In field layout and survey of conservation practices. Employee is NOT accompanied by NRCS technician. Requires working knowledge of survey and design principles and procedures, NRCS standards and specifications. Any resulting designs will be reviewed and approved by NRCS employee with appropriate Engineering Job Approval.

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Conservation practice certification - with assistance	Survey, measure, inspect installation of conservation practices in Farm bill contracts. Employee works with NRCS Technician. Requires general knowledge of how to assist with design inspection including how to run survey rod and collect data.
Conservation practice certification - with assistance	Survey, measure, inspect installation of conservation practices in Farm Bill contracts. Employee works independently. Requires working knowledge of construction principles and procedures, NRCS standards and specifications, ability to read and interpret NRCS design sheets and communicate with contractors and landowners.
Certify in pro tracts the completion of a planned contract item	Required knowledge of practices, quantities approved, required documents to support certification (as in statement of works, check-out notes, Mo cons, - 10) units, payment process in pro tracts.
Compile and copy to send to SO practice payments documents and checklist	Requires knowledge of documents required to support payments, familiarity with payment process and checklist, protocol to get DC review and signatures.
Contract Status Reviews, in field	In field evaluation of EQIP practice application and management w/ documentation on CA-13. Has knowledge of agronomic practices in the plan and understand the contract support document schedule.
Contract status reviews in pro tracts	Requires ability to take notes from field visits or from review of correspondence and implementation in the office. Enter into pro tracts contract review protocol and develop and print contract review document.
Update Customer files tool kit	Using tool kit, update old or enter new customer data in the tool kit customer files.
File receipts	Copy and file receipts from EQIP and WHIP contract for 2012 cost list. Requires knowledge on how to run copy machine and read receipts.
Enter cost data	Enter costs from EQIP and WHIP receipts into Access data base for 2012 cost list. Required knowledge of how to enter data in existing access data base. Ability to read bills and receipts as well as read cost share applications to match bills with practices. (per set of receipts)
PRS data entry - applied	Enter applied plans and associated practices into PRS. Requires ability to read conservation plans and contract support documents. Ability to navigate through PRS program. Knowledge of Conservation Systems Guides and which guided need to be linked to practices to achieve reporting goals.
Modification of contracts in pro tracts	Requires knowledge of CPM 440 and appropriate MO Supplements, to enter appropriate and justifiable mods in pro tracts and to provide supporting documents to AC to SO, as required. Assure proper documentation is kept in the paper case file.
Photo copy plans/contract support documents	Creates copies of conservation plans and or contract support documents for producer and NRCS. Copies include the plan or contract support document along with applicable job sheets, specifications, designs and plan maps. Requires knowledge of copy machine and how to navigate cooperator case files.
Contract and Practice implementation - with assistance	Layout assistance with training personnel. This will include site visits during and after practice installation.
Contract and Practice implementation (2)	Upon practice completion this will include reduction of notes provided by staff or contractor, site visits, Garmin points taken on site and then downloaded into tool kit folder for future reference.
Outreach to support MRBI projects	Prepare mailings in advance of sign-ups, field day and event planning.